

Minutes of the Regular Meeting
St. Charles Firefighter's Pension Board
Wednesday, December 5, 2018
8 E. Main St., Den A
St. Charles, IL.
8:00 a.m.

Call to Order

The meeting was called to order by Nick Marqui at 8:00 a.m. with 5 members present.

Present: Nick Marqui, Tony Centimano, Chris Minick
Lance Maxwell, Chief Joe Schelstreet

Absent: None

Also Present: Jon Willhite; UBS, Greg Kieswetter; Cook Castle & Associates, Allie Centimano; public.

Minutes of the Meeting

- Tony Centimano reviewed the September 5, 2018 draft minutes of the regular meeting with the Board.

A motion was made by Nick Marqui and seconded by Joe Schelstreet to accept the minutes of the September 5th meeting.

A roll call vote was taken; all approved.

Motion Carried.

Old Business

- The Board reviewed pension calculations for 2018 retirees; Timothy Masinick, Michael Thomas, Martin Friel and John Kessler. No discussion after reviewing the exhibits.

A motion was made by Nick Marqui and seconded by Joe Schelstreet to accept the retirement calculations for the four named persons.

A roll call was taken; all approved.

Motion Carried.

New Business

- **Review/Approve Investments**

Mr. Willhite distributed the investment portfolio and discussed current market trends. Mr. Willhite also discussed discretionary services offered through his firm/UBS to continuously monitor for Board Investment Policy and DOI/Statutory Compliance and make adjustments as necessary. This added service is no additional cost to the Fund. An agreement to begin the service is needed and Mr. Willhite was directed to provide Chris Minick and the Board Attorney Charles Atwell with the agreement for further discussion and possible action at the March meeting.

Mr. Willhite reviewed the iShares Russell Mid-Cap and brought a proposal to switch to Carillon Scout Mid-Cap. The Board discussed the proposal and took no action. Mr. Willhite will provide additional information requested by the Board at the March meeting.

A motion was made by Nick Marqui and seconded by Joe Schelstreet to approve the investment portfolio brought forth by Mr. Jon Willhite.

A roll call vote was taken; all approved.

Motion Carried.

Mr. Willhite presented and reviewed the rebalancing spreadsheet with the Board.

A motion was made by Chris Minick and seconded by Joe Schelstreet to accept the proposed rebalancing.

A roll call vote was taken; all approved.

Motion Carried.

- **Review/Approve Expenditures**

Tony Centimano reviewed the current list of expenditures in the amount of \$76,530.51.

A motion was made by Nick Marqui and seconded by Tony Centimano to approve the expenditures in the amount of \$76,530.51 as presented.

A roll call vote was taken; all approved.

Motion Carried.

- **Review/Approve Meeting Dates for 2019**

Tony Centimano stated the meeting dates for 2019 shall be;

- March 6, 2019
- June 5, 2019
- September 4, 2019
- December 4, 2019

Meetings will be held in Den A at 8:00am pending scheduling approval with the City.

A voice vote was taken; all approved.

Motion Carried.

- **Review/ Approve Cost of Living Adjustments**

Tony Centimano discussed the Cost of Living Adjustment exhibit with the Board. No further discussion was held.

A motion was made by Nick Marqui and seconded by Joe Schelstreet to approve the COLAs as presented.

A roll call vote was taken; all approved.

Motion Carried.

- **Review and Approve Audit Report of the Firefighters' Pension Fund as of April 30, 2018**

Chris Minick distributed and reviewed the audit report as of April 30, 2018 as prepared by Sikich and Associates. The review was favorable with no recommendations to improve the current accounting practices.

A motion was made by Joe Schelstreet and seconded by Chris Minick to accept the audit report as presented.

A roll call vote was taken; all approved.

Motion Carried.

- **Review/Approve Fiduciary and Cyber Liability Insurance Policies.**

Mr. Greg Kieseletter presented the 2019 policy renewal quote exhibit and explained the process and reasoning for continued use of the current underwriter. He also provided information and quotes for increasing the policy from the current \$1 million in liability coverage to \$2 million and \$3 million.

A motion was made by Chris Minick and seconded Joe Schelstreet to accept the new policy of \$2 million in Fiduciary Liability Insurance as presented in the amount of \$6,951.00 effective Jan 1, 2019.

A roll call vote was taken; all approved.

Motion Carried.

Mr. Kieseletter also discussed the need for the Board to maintain a separate cyber liability insurance policy. Discussion indicated that, the City as administrators of the fund, have coverage in place and no separate policy would need to be maintained by the Board at this time. No further action was taken.

- **Discussion of a Pension Policy Manual.**

A discussion was held concerning the need to codify the Boards practices and procedures in an official policy manual. Discussion was positive and Tony Centimano will have an initial draft by the March meeting. Jon Willhite added that a policy manual is important; also important was following what was in it.

- **Discussion of the IPPFA Retiree and Beneficiary Death Auditing product.**

Discussion was held surrounding a new free member benefit offered by the IPPFA in partnership with Lauterbach and Amen and LifeStatus360. Chris Minick stated he would direct the Finance Dept to look into and begin utilizing this new member benefit.

Public Comment

N/A

Adjournment

A motion was made by Chris Minick and seconded by Joe Schelstreet to adjourn the meeting at 10:23 a.m.

A roll call vote was taken; all approved.

Motion Carried.

Respectfully submitted by Tony Centimano; Secretary